



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATBO-B

23 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Voting Action Plan (2006-2007)

1. As the general election year continues, I cannot overemphasize the importance of ensuring all our Soldiers receive the assistance necessary for them to exercise their right to vote. By now, Commanders should have a firm grasp of their plan to execute the requirements of the Federal Voting Assistance Program (FVAP).

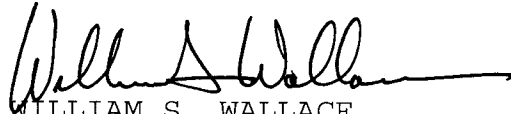
2. Enclosed is the TRADOC Voting Action Plan (TVAP) for 2006-2007 incorporating the Army Voting Assistance Program (AVAP), DoD Directive 1000.4 FVAP, and AR 608-20. I expect commanders at every level to ensure compliance with and ownership of the TVAP and the Army Implementing Instructions. All documents must be fully implemented in order to achieve the AVAP's goal of educating and assisting every one of our Soldiers on the voting process.

3. The Command Support for the AVAP memorandum, signed by the Deputy Chief of Staff/G1, is also enclosed to emphasize the earnest effort commanders must make to guarantee that all Soldiers remain abreast on their right to vote, and that Voting Assistance Officers are given the time and resources to accomplish their mission.

4. I appreciate your continued command emphasis on this very important program. The HQ TRADOC Senior Voting Assistance Officer is COL Leah R. Fuller-Friel, (757) 788-5048, DSN 680-5048, [leah.fullerfriel@us.army.mil](mailto:leah.fullerfriel@us.army.mil).

2 Encls

1. TRADOC Voting Action Plan
2. DA Memo, 6 Mar 06

  
WILLIAM S. WALLACE  
General, U.S. Army  
Commanding

DISTRIBUTION:  
(see next page)

ATBO-B

SUBJECT: TRADOC Voting Action Plan (2006-2007)

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HQ TRADOC

## TRADOC VOTING ACTION PLAN 2006-2007

**1. Purpose:** This action plan augments the Army's Implementing Instructions for the Conduct of the Army Voting Assistance Program (2006-2007). It provides additional command specific guidance and information to be used in conjunction with other requirements specified in the Army's implementing instructions.

**2. References:** The principal reference is the Army's Implementing Instructions for the Conduct of the Army Voting Assistance Program (2006-2007) forwarded electronically to installation Senior Voting Assistance Officers (SVAOs) on 2 March 2006, and mailed to commanders on 2 March 2006. Other key references are listed below. The implementing instructions provide additional references applicable to the Army Voting Assistance Program (AVAP).

a. Implementing Instructions for the Conduct of the Army Voting Assistance Program (2006-2007).

b. Voting Assistance Guide (2006-2007).

c. AR 608-20, Voting by Personnel of the Armed Forces, 28 October 2004.

d. Department of Defense Directive 1000.4, 14 April 2004.

**3. Scope:** This action plan applies to all installations where the Senior Mission Commander is a TRADOC asset. All Active Component (AC) and Reserve Component (RC) Soldiers, regardless of Army Command (AC) or parent unit, who are geographically located on the installation or geographically separated but supported by the installation, are under the provisions of this action plan.

**4. Responsibilities:** IAW AR 608-20, Voting by Personnel of the Armed Forces, all commanders are required to develop a voting action plan. The Army's Implementing Instructions for the Conduct of the Army Voting Assistance Program (2006-2007) provides comprehensive list of Army Command, Installation, and Unit Commander responsibilities and constitutes the Army's action plan. Items listed below are keyed to the paragraphs of the Army's implementing instructions. Review of the basic paragraphs in the implementing instructions is essential to fulfilling these responsibilities.

a. Reference para 2a and 5b(1). The Adjutant General Directorate, Deputy Chief of Staff Personnel, Infrastructure and Logistics implements the TRADOC Voting Action Plan. The TRADOC Adjutant General is the Command's SVAO and coordinates its voting program.

b. Reference para 2a and 5b(2)(3). The listing of subordinate installation SVAOs and designated alternates must be updated quarterly and submitted to arrive at HQ TRADOC NLT **7 Apr 06, 7 Jul 06, and 29 Sep 06**. The following information will be included in the updated listing of SVAOs: Grade or title, name, address (mailing and e-mail), telephone number (commercial and DSN), facsimile number (commercial and DSN), and date attended FVAP Voting Assistance Workshop. The list will be e-mailed to williamsjr@monroe.army.mil.

c. Reference para 2a and 5b(2) and 5c(2). Ensure that all Voting Acting Officers (VAOs) are appointed in writing, at each level of command, down to company and detachment level. Each appointed unit VAO (First Lieutenant/Warrant Officer/Sergeant First Class/Civilian GS-12 or above) must attend workshop training within 90 days of appointment. E-mail to HQ TRADOC, williamsjr@monroe.army.mil, when the quarterly SVAO listing is due. The appointment dates and training dates of VAOs will be maintained by installation SVAOs and may be requested by HQ TRADOC at any time.

d. Reference para 2a and 5b(4). The Monthly Status Reports are due to HQ TRADOC addressing the months May through September 2006. These status reports are due to HQ TRADOC NLT **5 Jun 06, 7 Jul 06, 7 Aug 06, 4 Sep 06, and 29 Sep 06**. The reports will be e-mailed to williamsjr@monroe.army.mil. Ensure the Monthly Status Reports include events planned for **Army Voter Registration Month scheduled for August 2006, Armed Forces Voters Week from 3-9 September 2006, and Absentee Voters Week from 8-14 October 2006**. These reports will have the same format as outlined in the reference above. These reports will outline activities from the previous month, not the dates stated above. Included in your reports will be a list of Unit VAOs, and the number who attended voter training (workshop).

e. Reference para 2a 5b(5). Provide Federal Post Card Applications (FPCA) to Soldiers and voting-age family members, include Initial Military Training (IMT) Soldiers and their family members.

f. Reference para 2a, 5b(6) and 8a. There is a Voting Action Line between HQ TRADOC and installation SVAOs. This line is available for rapid response concerning problems or questions.

1LT(P) Jacqueline R. Williams  
757-788-3819/DSN 680

g. Reference para 2a and 5b(7), 5c(4), and 7a(2). There must be an In-Hand delivery of FPCAs to all installation Soldiers NLT 15 Jan 07. The reporting of the accomplishment of In-Hand delivery is due to HQ TRADOC NLT **12 Feb 07**. This report will be e-mailed to williamsjr@monroe.army.mil. The format will be forwarded to installation SVAOs separately. Additionally, it is required to maintain monthly reports which include the number of Soldiers currently assigned, and the number of Soldiers contacted and offered the FPCA (the number of FPCAs handed out can be greater than the number of Soldiers assigned). The format and due dates for this report will be provided at a later date.

h. Reference para 2a 8a. Internal to their own installation, SVAOs should establish and publicize their own Voting Action Line with VAOs.

i. Reference para 2a and 7d(2). The After Action Report will be due in **Dec 06 or Jan 07**. The exact date and format specified by DOD.

**5. Appendix A:** This appendix lists 2006 and 2007 suspense to HQ TRADOC as specified in para 4 above. Suspense dates are sooner than those listed in Appendix C of the Army's implementing instructions because the Army Command is required to review and consolidate installation reporting input.

## APPENDIX A

### TRADOC VOTING ACTION PLAN SUSPENSE ROSTER

<u>SUSPENSE DATE</u>	<u>SUBJECT</u>	<u>REFERENCE PARA</u>
7 Apr 06	Listing of Installation SVAOs	4b
5 Jun 06	Monthly Status Report (May)	4d
7 Jul 06	Quarterly Update of Installation SVAOs Monthly Report due (Jun)	4b, 4d
7 Aug 06	Monthly Status Report (Jul)	4d
4 Sep 06	Monthly Status Report (Aug)	4d
29 Sep 06	Monthly Status Report (Sep) Quarterly Update of Installation SVAOs	4b, 4d
Dec 06	Submit After Action Report (exact date will be provided)	4i
12 Feb 07	Report due on In-Hand delivery of FPCAs	4g

**NOTE: Additional reports may be required and instructions will be forwarded separately.**



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1**  
**300 ARMY PENTAGON**  
**WASHINGTON DC 20310-0300**

AHRC-PDO-IP

06 MAR 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Support for the Army Voting Assistance Program (AVAP)

1. The 2006 Federal Elections are quickly approaching and all Soldiers deserve our best efforts to enable them to vote in the coming elections. The Army's goal is 100 percent contact of all Soldiers to ensure they understand their right to vote no matter where they are assigned and to provide them registration and voting information and assistance.
2. Commanders' responsibilities:
  - Appoint Voting Assistance Officers (VAOs), in writing, at every level of command.
  - Ensure VAOs attend the Federal Voting Assistance Program training within 90 days of appointment.
  - Provide Unit VAOs the necessary time and resources required to perform their voting assistance duties.
  - Receive periodic updates on the status of command compliance with the AVAP.
3. The VAO is responsible for providing instructions on the absentee voting process. Each Soldier should know who is appointed as his or her Unit VAO. The Unit VAO can assist Soldiers and their voting-age family members with individual state information, along with other important facts about faxing absentee ballots, the use of Federal Write-In Ballots, and mailing deadlines.
4. I appreciate your continued command emphasis on the Voting Assistance Program. Your Senior VAOs maintain the responsibility to monitor subordinate VAOs and report monthly installation compliance with the AVAP. This program must remain a top priority for all leaders to ensure its success. Thank you for your continued support of this very important program.

A handwritten signature in black ink, appearing to read "F. L. Hagenbeck", is positioned above the typed name.

F. L. HAGENBECK  
Lieutenant General, GS  
Deputy Chief of Staff, G-1

AHRC-PDO-IP

SUBJECT: Command Support for the Army Voting Assistance Program (AVAP)

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